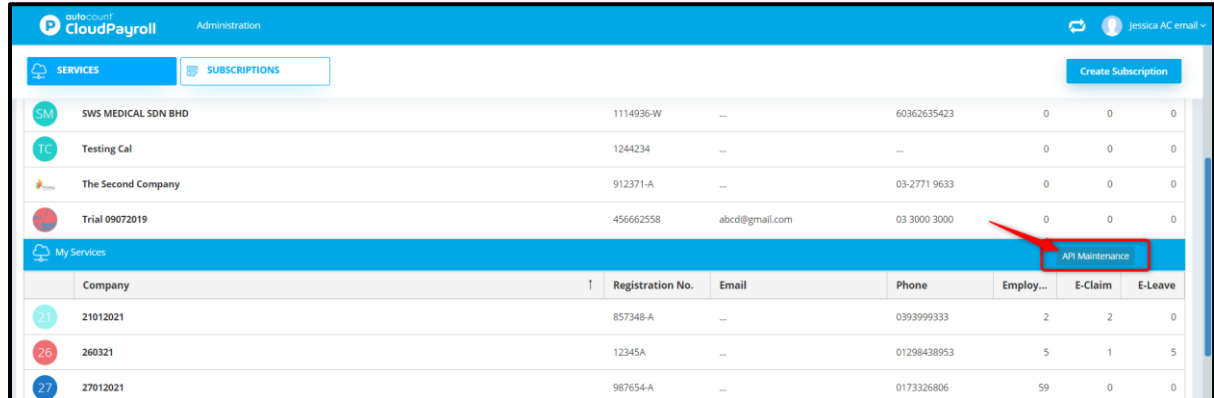


AutoCount Cloud Payroll User Guide

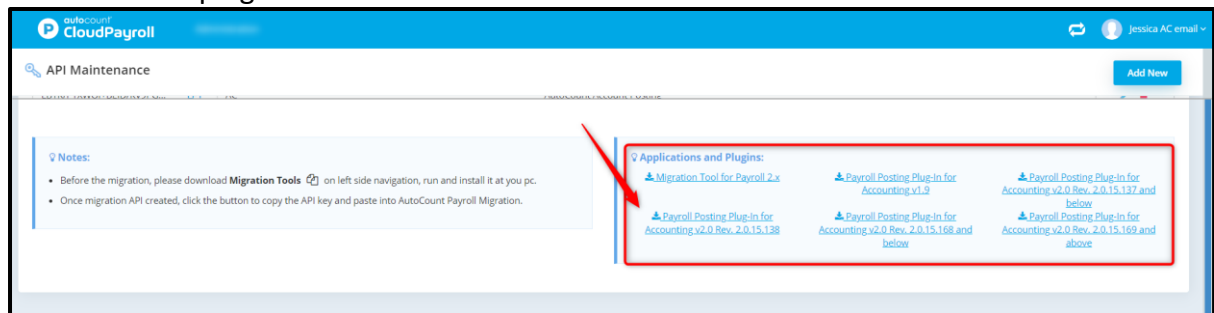
Payroll Posting Plug-In (to OnPremise Accounting)

Download and Install the Plug-In

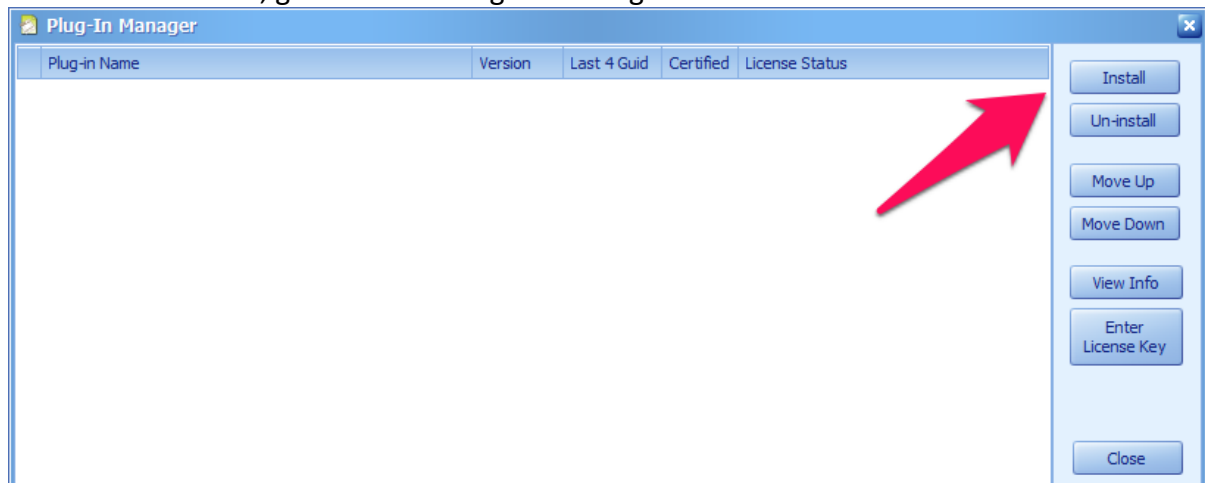
1. Open your browser and go to this link <https://payroll.autocountcloud.com>
2. Login into the system.
3. From the main screen, click on the API Maintenance.



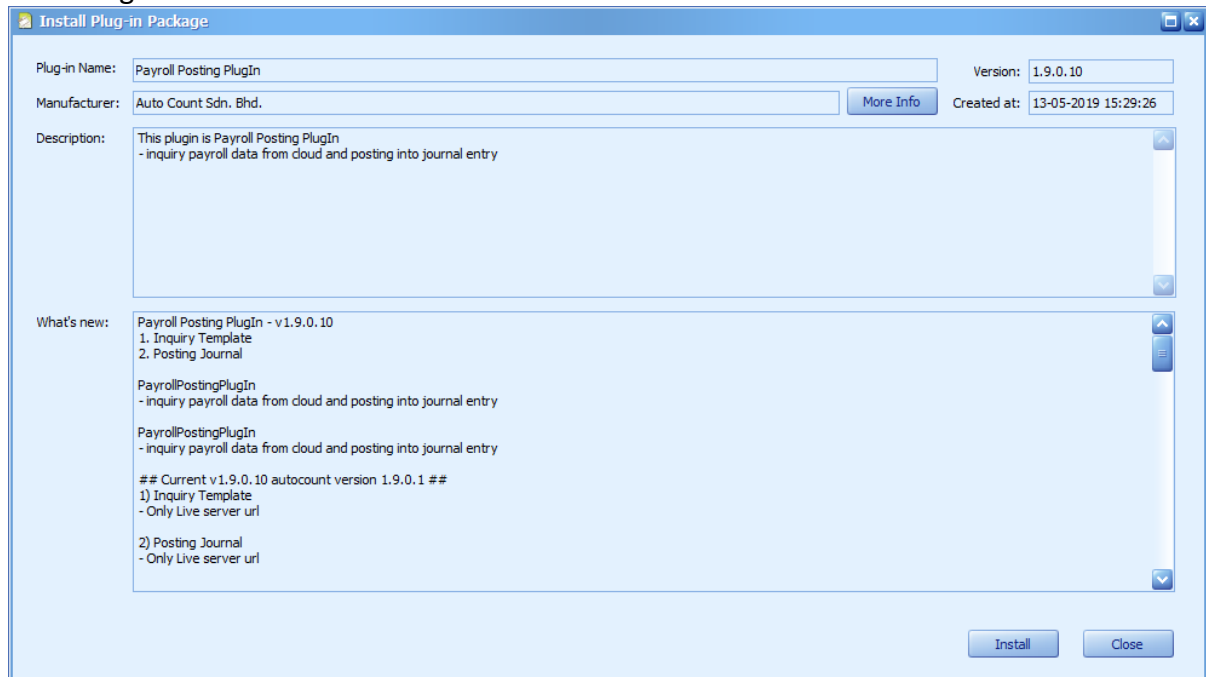
4. Download the plug-in.



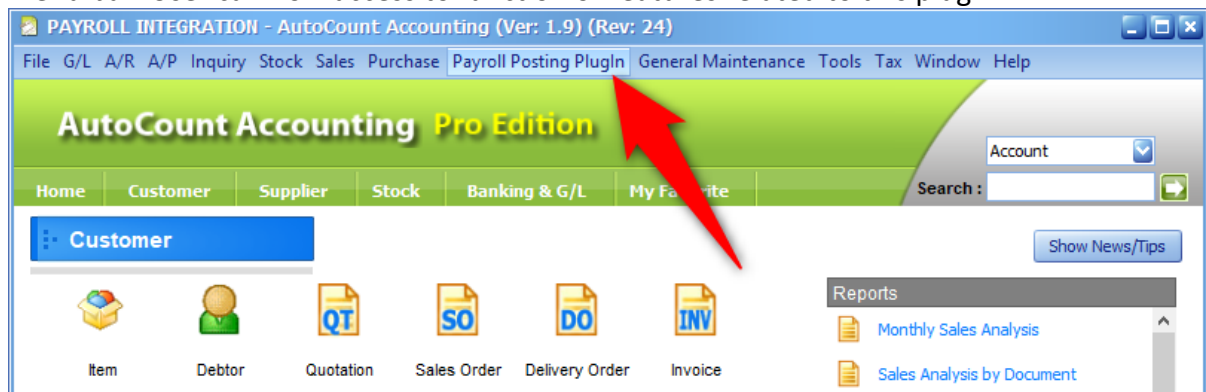
5. Launch AutoCount Accounting v1.9/v2.0 and login the account book which you wish to install this plug-in.
6. From the menu bar, go to Tools > Plug-In Manager.



7. After opening Plug-In Manager, click on the Install button located on right hand side, system will prompt to select a file. Please browse from folder and open the .app file.
8. A new window will prompt with some basic information of this plug-in. Click the Install button again located at the bottom.



9. The installation will start and after a moment if the plug-in installed properly, a successfully installed message will appear and user just need to click OK to proceed.
10. After installation user will then be able to see an extra menu on AutoCount Accounting menu bar. User can now access to function or features related to this plug-in.

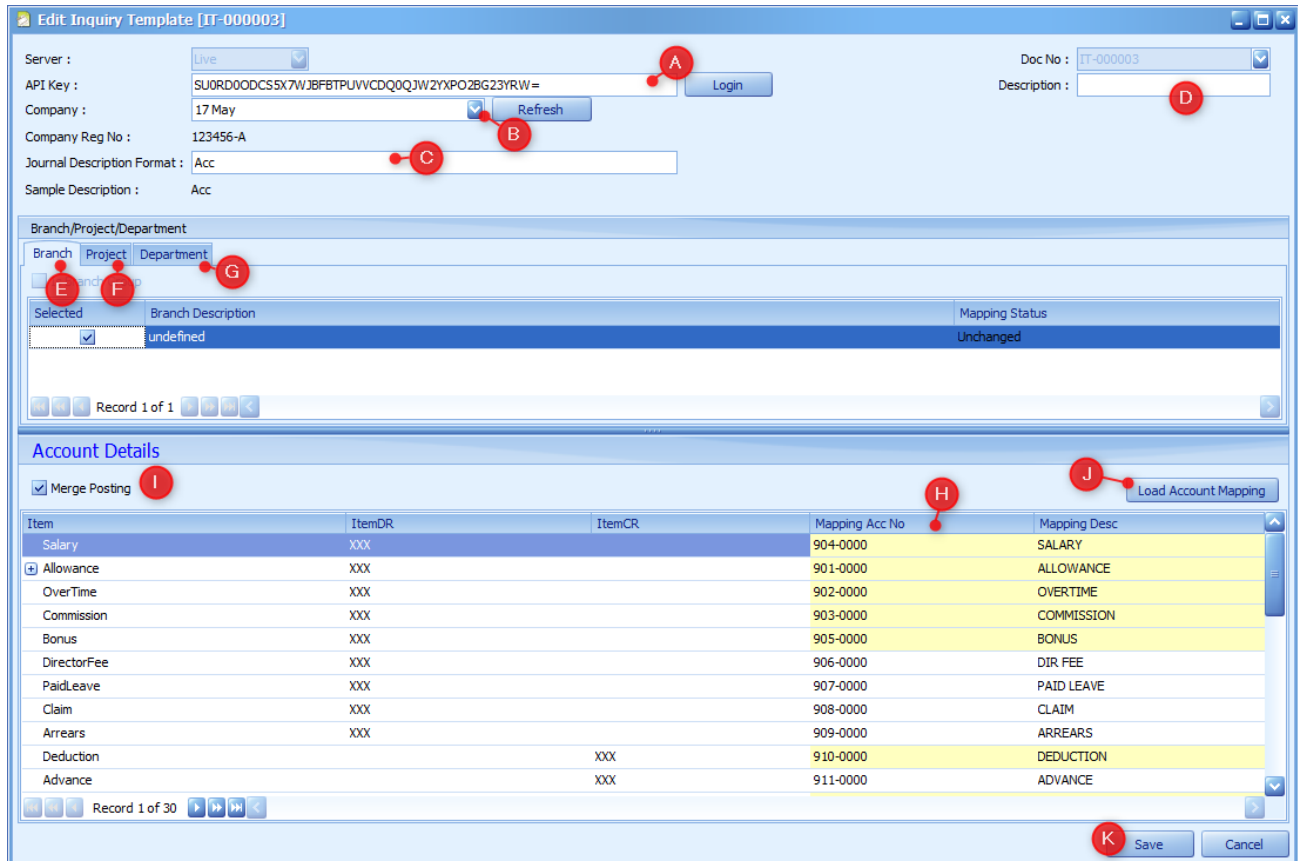


Functions & Features

After installing this plug-in, user first need to maintain the access right and setup the template before start posting the transaction into journal entry.

Template Maintenance

Go to Payroll Posting PlugIn → Inquiry Template Maintenance and Create a new Inquiry Template Maintenance.



Edit Inquiry Template [IT-000003]

Server: Live
API Key: SU0RD00DCS5X7WJBF8TPUVVCDQ0QJWZYXPO2BG23YRW=
Company: 17 May
Company Reg No: 123456-A
Journal Description Format: Acc
Sample Description: Acc

Doc No: IT-000003
Description:

Branch/Project/Department

Selected	Branch Description	Mapping Status
<input checked="" type="checkbox"/>	undefined	Unchanged

Record 1 of 1

Account Details

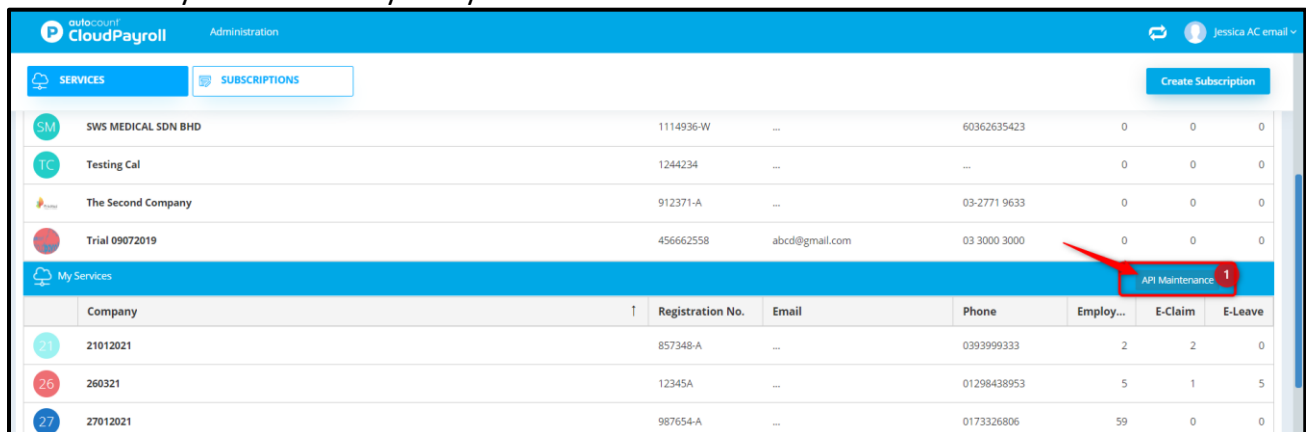
☒ Merge Posting

Item	ItemDR	ItemCR	Mapping Acc No	Mapping Desc
Salary	XXX		904-0000	SALARY
Allowance	XXX		901-0000	ALLOWANCE
OverTime	XXX		902-0000	OVERTIME
Commission	XXX		903-0000	COMMISSION
Bonus	XXX		905-0000	BONUS
DirectorFee	XXX		906-0000	DIR FEE
PaidLeave	XXX		907-0000	PAID LEAVE
Claim	XXX		908-0000	CLAIM
Arrears	XXX		909-0000	ARREARS
Deduction		XXX	910-0000	DEDUCTION
Advance		XXX	911-0000	ADVANCE

Record 1 of 30

Save Cancel

A: Get API Key from Cloud Payroll System



autocount CloudPayroll Administration

Services: SWS MEDICAL SDN BHD, Testing Cal, The Second Company, Trial 09072019

My Services

Company	Registration No.	Email	Phone	Employ...	E-Claim	E-Leave
21012021	857348-A	...	0393999333	2	2	0
260321	12345A	...	01298438953	5	1	5
27012021	987654-A	...	0173326806	59	0	0

The screenshot shows the 'API Maintenance' page in the AutoCount CloudPayroll interface. It includes a header with the user 'Jessica AC email' and a sidebar with 'API Maintenance' selected. The main content area has a 'Notes' section and a 'Applications and Plugins' section. Below these is a form for adding a new API key. The form includes fields for 'Key', 'Title', and 'API Type'. There are also sections for 'Adding restrictions to API' with checkboxes for 'Branch', 'Department', 'Project', and 'Employee Group'. Red callouts with numbers 1 through 7 are overlaid on the form, providing instructions for each step: 1. This is the API Key (pointing to the Key field), 2. Put a title for this API Key (pointing to the Title field), 3. Select the API Type (pointing to the API Type dropdown), 4. Select the company (pointing to the 'Select Companies' section), 5. Drill down to do more setting (pointing to the 'Branch' section), 6. Select on the Branch, Department, Project or Employee Group need to be include on this API Key (pointing to the 'Choose which branches/departments/projects/employee groups can be accessible by this API' sections), and 7. Save the API before exit (pointing to the 'Save' button).

- B: Select the company at cloud payroll for this journal posting
- C: Description at Journal
- D: Description of the template
- E: Select the Branch that need to be post in this journal if applicable
- F: Select the project if applicable
- G: Select the department if applicable
- H: Assign the posting Acc No by the item
- I: When posting, merge row with same AccNo, ProjNo and DeptNo or not
- J: Load Account Mapping from another template if applicable
- K: Save the template

Prepared by Jessica

Last Modified 10th February 2023